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|  **JOB SPECIFICATION (2010)** | **JSN** |  |
| **Position Title** | SO2 Maritime Customer Support Team | **Date Approved** |  1 Nov 21 |
| **Unit** | DIO |  **Approved By** |   |
| **Location** | HMNB Portsmouth |  **TLB** |  DIO |
|  **Establishment Type** | Established Post |  **Rank/Grade** |  Lt Cdr | OF3 |
| **Establishment/OET Ref** |  | **Service/Type/Arm** | XELSRM |
| **UIN/SLIM/JPA PID** | D0792A/ xxxxx/1679959 | **Exch/NATO/JSRL No**  |  Nil |
| **Incumbent** |  | Staff/Command  |  Nil |
| **E-mail** |  | WTE/MSTAR |  Nil |
| **Phone Number** |  | **Manning Priority** |   |
| **Security Status/Caveats** | SC | **Assignment Length** |   |
| **Reporting Chain** | Service | **Primary Career Field** |  Capability & Acquisition |
| 1st RO | SO1 CST Mar | **Sub Field 1** |  Infrastructure |
| 2nd RO | DHd CST | **Secondary Field** |  Operational Support |
| 3rd RO | DS&P |  **Sub Field 2** |  Infrastructure |
| **Unit Role:** Focus and improve DIO support to the FLCs, other TLBs and MOD Centre in the strategic management of the infrastructure assets required to deliver Defence outputs.  |
| **Position Role:** DIO desk lead and TLB Interface working in close collaboration with the DIO’s regionally-focussed delivery directorates and functional areas as well as an internal network of SMEs to enable informed, coherent planning and optimised delivery of TLB infrastructure requirements.  |
| **Responsibilities:** 1. Provide strategic advice, insight, and support to DIO to facilitate Navy, DE&S and SDA portfolio definition, balance of investment decisions, infrastructure strategies and long-term plans.
2. Support TLBs in constructing Command Infrastructure Development Plans for their respective ‘Major Projects and Programmes’ and ‘Regional Delivery’ Programmes of Work.
3. Support TLB planning through the ABC process, provide DIO input into options and facilitate information to inform balance of investment decisions.
4. Support TLB infra teams in developing DIO’s awareness of key sites and projects, so that the TLBs priorities are represented within DIO.
5. Monitor DIO delivery within governance structures to ensure activity remains on track to deliver the necessary agreed outputs in the agreed time/cost parameters.
6. Facilitate the delivery of TLBs’ Infra portfolios by supporting effective change processes and clear communication between TLBs and DIO.
7. Manage the governance framework at Infrastructure Portfolio Progress Group level, co-ordinate battle rhythms and documentation and act as Secretary for senior Infrastructure meetings.
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| **Pre Appt/Deployment Trg:** Management of Portfolios (MOP) within the first six months of employment. Awareness of APMP and Managing Successful Programmes (MSP) is desirable.  |
| **Domestic Considerations:** |Based in Portsmouth but Hybrid working encouraged. |
| Performance Attributes | **Priority Component Features** |
| Communication and Influence | Transfers thoughts and ideas, listens to and engages others to gain the necessary support and commitment to build networks, develop new ways of working and achieve outcomes. |
| Awareness and Understanding | Comprehends the structures, interactions, ways of working and cultures of both military and civil service colleagues throughout Navy, DE&S and across the breadth of DIO. |
| Adaptability & Initiative | Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the different TLB environments. |
| Breadth of Perspective  | Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals |  |  |  |
| Other Quals/Competencies |  |  |  |
| Education | ICSC(M) | Desirable | An understanding of staff duties and cross TLB working is desirable. |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Navy | Essential | Experience of Navy organisation and activity is essential. |
| Staff |  |  |  |
| Command | Sub-Unit | Desirable |  |
| Fields/Trades | Capability & Acquisition | Desirable | Experience in programme management and procurement desirable. |
| Environments | DIO /Navy/DE&S | Desirable | Previous infra experience is desirable . |
| **Other Comments**DAngeR | Experience of ABC planning would be useful supporting experience.  |
|  **Originator:** Cdr R Hulse  |  **Appt:** SO1 Mar and DE&S CST |  **E-mail:** Rebecca.hulse209@mod.gov.uk | **Tel:**   |
|  **Auth by 2nd RO:** Capt I Teideman |  **Appt:** DHd CST |  **E-mail:** Ian.Teideman265@mod.gov.uk | **Date:**  1 Nov 21 |  |